



Finance and Administrative Associate

Job title:	Finance Administrative Associate
Level:	GS-7
Position Number:	
Location:	Banjul, The Gambia
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non-Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

The Finance and Associate is located in The Gambia Country Office (CO). Under the overall guidance and supervision of the Country Representative, the Finance and Admin Associate provides financial and administrative services including HR functions ensuring high quality, accuracy and consistency of work. The Finance and Admin Associate promotes a client-oriented approach consistent with UNFPA rules and regulations. The Finance and Admin Associate supervises the Finance Assistant and has functional working relationship with other programme and operations staff members.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

The Finance and Admin Associate provides leadership in execution of financial and administrative services including Human Resources in the Country Office (CO) ensuring



effective and transparent utilization of financial resources and integrity of financial services, mastering all relevant rules, guidelines, processes and procedures. Possessing a depth of knowledge of UNFPA financial rules, guidelines, and processes, you will demonstrate a client-oriented, results-focused approach to interpreting rules, procedures and guidelines. You will act in an advisory manner to programme / project staff and implementing partners to maximise the impact of financial resources in delivering programmes / projects.

You would be responsible for:

- Supporting the monitoring of programme financial performance, by providing necessary financial information and analysis, including implementation rate against indicators/results; detecting potential over/under expenditure problems and proposing remedial action.
- Managing the operational aspects of programme/project inputs, including personnel, sub-contracts, equipment, fellowships and other programme and project-related events to facilitate programme/ project delivery.
- Preparing and monitoring the administrative budget, ensuring financial transactions are in accordance with UNFPA financial rules. Proposing procedures to improve internal controls and efficiency and responding to audit issues.
- Managing the recruitment and selection process, applying best practice HR approaches; advising managers and project personnel on contracting options; coordinating the performance appraisal process and advising on performance issues.
- Implementing corporate systems and applications in support of finance and human resource management and CO operations; creating procedures for effective management of UNFPA resources; and advising and training project staff.
- Managing procurement operations for office and project equipment, supplies and services, in a transparent and cost-effective manner; and maintaining up-to-date inventory and records.
- Reviewing and preparing material for activities relating to common services and premises, cost recovery, privileges and immunities, entitlement and salary surveys, security etc.
- Developing effective mechanisms for monitoring programme and project budgets; coordinating compilation of financial data; and regularly providing accurate, up to date financial information to HQ and regional offices.
- Interpreting financial policies and procedures and providing training and guidance to staff and project managers. Striving to identify innovative ways in which programme financial needs can be met within existing policies.
- Assisting in the management of the CO budget, by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions as required.



- Maintaining an effective financial recording and reporting system, internal control and audit follow-up; and processing financial transactions in an accurate and timely way.
- Reviewing and monitoring charges for common services and cost recovery, taking into account maximum cost efficiency; representing UNFPA's interests in financial negotiations and agreements.
- Supervising administrative and clerical staff as required.

Qualifications and Experience:

Education:

Completed Secondary Level Education required. First level university degree in Finance, Business, Public Administration or similar discipline desirable.

Knowledge and Experience:

- Six years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications, web-based management and ERP financial systems.

Languages:

Fluency in English is required; knowledge of other official UN languages is desirable.

Required Competencies:

Values: <ul style="list-style-type: none">● Exemplifying integrity,● Demonstrating commitment to UNFPA and the UN system,● Embracing cultural diversity,● Embracing change	Functional Competencies: <ul style="list-style-type: none">● Managing the organization's financial resources● Providing logistical support● Ensuring facilities and assets management● Supporting financial data analysis● Managing information and workflow● Planning, organising and multitasking.
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Core Competencies:

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,
- Communicating for impact

Managerial Competencies:

- Providing strategic focus,
- Engaging in internal/external partners and stakeholders,
- Leading, developing and empowering people, creating a culture of performance
- Making decisions and exercising judgment